

**REQUEST FOR PROPOSAL
FOR QUALIFIED AUDITORS
TO PERFORM ANNUAL SINGLE AUDITS
OF
THE FREELY ASSOCIATED STATES OF MICRONESIA
FOR
FISCAL YEARS ENDING SEPTEMBER 30, 2009, 2010, & 2011**

**NATIONAL PUBLIC AUDITOR
Federated States of Micronesia
P.O. BOX PS-05
Tel: 011 (691) 320-2862/2863
Fax: 011 (691) 320-5482
E-mail: hhainrick@fsmopa.fm**

Table of Contents

I.	DESCRIPTION OF THE ENTITY.....	3
II.	FEDERAL FINANCIAL ASSISTANCE.....	4
III.	SYSTEMS AND RECORDS	5
IV.	SCOPE OF SERVICES.....	6
V.	TERM OF THE ENGAGEMENT	7
VI.	PROJECT SCHEDULE.....	7
VII.	SUBMISSION OF PROPOSALS	7
VIII.	SELECTION PROCESS.....	8
IX.	MANDATORY CRITERIA	9
X.	CONTRACT REQUIREMENTS	9
XI.	PROPOSAL CRITERIA	10
XII.	CONTACT PERSON.....	13

I. DESCRIPTION OF THE ENTITY

The Freely Associated States of the Federated States of Micronesia (FSM) is a democratic, constitutional federation comprised of the national, state, and local governments as established by the constitution of the Federated States of Micronesia. It is a nation comprised of 607 islands that are spread across more than 1 million square miles of the Western Pacific Ocean within a chain of islands known collectively as the Caroline archipelago. While FSM is large in size, the total land area is small, 270 square miles. The climate is tropical, with temperatures ranging from the low 70's to the high 90's; mean humidity is 80 percent.

The most striking and pervasive physical characteristic of the FSM is the smallness and wide dispersion of the land area. The FSM consists of four island states including Kosrae (population 8,200), Pohnpei (population 34,900), Chuuk (population 53,300) and Yap (population 11,700). The cultures of these islands are quite diverse and at least seven major languages are spoken by the different ethnic groups. English is the official language.

Politically, the FSM has been under foreign domination since the 1500's when the islands were first sighted by the Spanish. The Spanish remained as the dominant political power until the 1890's when the islands were sold to Germany following the Spanish-American War. Germany occupied the islands until after the First World War when the administration of the islands was transferred to Japan under the mandate of the League of Nations. Following Japan's defeat in World War II, the United Nations declared the area a UN Trusteeship and placed it under the administration of the United States Government. The mission of the United States, as the administering authority, was to prepare the islands for self government.

After more than three decades, the islanders opted for a democratic constitutional federation of the four states. FSM leaders negotiated a Compact of Free Association with the United States which was implemented on November 3, 1986. Under the Compact, the FSM is a sovereign nation with full control over its own affairs. The Compact contains economic assistance, programs and services, and tax and trade benefits, in order to assist the FSM toward increased economic self-sufficiency.

Certain provisions of the Compact, particularly the financial provisions, expired with the fiscal year 2003. The expired financial provisions were renegotiated by the United States and the FSM, and beginning with fiscal year 2004 the revised financial provisions of the Compact following the renegotiation of the two governments came into effect.

The amended Compact provides that the Government of the United States shall provide for annual audits of the Federated States of Micronesia with the cost of annual audits to be allocated to and paid for by the two governments. The revised fiscal procedures agreement provides, among other things that annual reports will conform to the standards of the Governmental Accounting Standards Board, that the United States and the FSM Governments will pay for audits conducted in conformance with the Single Audit Act of

1984, as amended and, notably the United States government has the final say as to if it will conduct the audits directly or by using the services of independent certified public accountants. The services of independent certified public accountants have been used annually since 1984.

Any contract entered into under this request for proposal shall be contingent upon the availability of funds and of the continued acquiescence of the US Secretary of the Interior to the procedures and contract the FSM has implemented and entered into to provide for audits.

The entity to be audited includes the national and the four state governments which constitute the Federated States of Micronesia and any sub recipient expending more than \$500,000.00 in federal or compact financial assistance. The individual single audits of the national and the state governments are to include reporting on financial statements prepared in accordance with generally accepted accounting principles including the requirements of the Government Accounting Standards Board. These audits shall be made in accordance with generally accepted government auditing standards covering financial and compliance audits. The audits shall cover the entire operations of the National and State governments to enable the auditor to report on the financial statements, internal controls, and compliance with laws and regulations on each major Federal assistance program and a schedule of finding and questioned costs.

The audits of sub recipients that expend more than \$500,000.00 in Compact or federal financial assistance will include either single or program specific audit conducted under the revised OMB Circular A-133. Other sub recipients including enterprise fund types and other component units of the national and state governments may be subject to the audit requirements of OMB Circular A-128.

II. FEDERAL FINANCIAL ASSISTANCE

The Federated States of Micronesia received two distinct categories of Federal Financial Assistance for 2009: Compact grant assistance, and US domestic program assistance.

For the purpose of auditing under the amended Compact, the only laws and regulations of the United States which are applicable are the amended Compact, its related agreements, and any other criteria adopted by mutual agreement. In general, applicable criteria will be the laws and regulations of the particular government expending the assistance.

U.S. Domestic Program Assistance remains subject to all applicable criteria, standards, reporting requirements, auditing procedures, and other rules and regulations applicable to such programs when operating in the United States.

For fiscal year 2009, Compact Financial Assistance will be distributed as follows:

Fiscal Year 2009						
Compact II Sector Grant	National	Pohnpei	Chuuk	Kosrae	Yap	Total
Education Sector	\$ 4,403,240.00	\$ 7,643,352.00	\$ 11,002,820.00	\$ 2,613,160.00	\$ 4,204,851.00	\$ 29,867,423.00
Health Sector	\$ 789,832.00	\$ 6,149,401.00	\$ 8,638,311.00	\$ 2,423,963.00	\$ 3,476,336.00	\$ 21,477,843.00
Capacity Building Sector	\$ 100,000.00	\$ 191,470.00	\$ 202,000.00	\$ 333,605.00	\$ 641,081.00	\$ 1,468,156.00
Private Development Sector	\$ -	\$ -	\$ 498,758.00	\$ 410,749.00	\$ 857,162.00	\$ 1,766,669.00
Environmental Sector	\$ -	\$ 203,346.00	\$ 100,063.00	\$ -	\$ 282,249.00	\$ 585,658.00
Infrastructure Development Sector	\$ 48,428,760.00	\$ -	\$ -	\$ -	\$ -	\$ 48,428,760.00
SEG	\$ 1,178,656.00	\$ 2,984,386.00	\$ 4,480,707.00	\$ 1,285,255.00	\$ 1,861,851.00	\$ 11,790,855.00
Total for FY2009	\$ 54,900,488.00	\$ 17,171,955.00	\$ 24,922,659.00	\$ 7,066,732.00	\$ 11,323,530.00	\$ 115,385,364.00

The state governments of Chuuk, Pohnpei, Kosrae and Yap received federal grants as sub-recipients of the National Government. The National Government, therefore is responsible for monitoring the use of sub-granted funds. The Compact audit requirements, however, implies that each state be audited separately for its use of Compact funds and sub-granted funds as well.

The information on U.S. Domestic Operating and Development Program Assistance for FY-2010 is being compiled. If interested, contact the Office and the information will be provided to you as soon as it becomes available.

III. SYSTEMS AND RECORDS

The FMIS for all the 5 governments is Fundware. Pohnpei was the first to implement the Fundware in FY'06, then Yap, Kosrae, Chuuk and lastly the National Government in FY'08.

The National and State Governments have been audited annually by independent CPAs since fiscal year 1984. All annual audit reports up to fiscal year 2007 including the completed audit reports for FY'08 are available online on the FSM Office of the National Public Auditor's website at www.fsmopa.fm.

Included within the various governments reporting entities are some semi-autonomous entities or enterprise funds which independently account for their transactions.

For the National Government, entities included under the scope of the audit as component unites are: FSM Social Security Administration, FSM Telecommunications Corporation, FSM Development Bank, National Fisheries Corporation, Coconut Development Authority, College of Micronesia-FSM, Micare Plan and FSM Petroleum Corporation.

For the state of Chuuk, three enterprise funds are independently accounted for and should be included within the scope of the Chuuk State Audit. These entities include the Chuuk Public Utilities Corporation, Chuuk Housing Authority and Chuuk State Health Plan.

For the state of Pohnpei, three enterprise funds are independently accounted for and should be included within the scope of the Pohnpei State Audit. These entities include Pohnpei Utilities Corporation, Pohnpei Housing Authority, and Pohnpei Port Authority, Pohnpei Fisheries Corporation, Small Business Guaranteed Corporation, Pohnpei Transportation Authority.

For the state of Kosrae, three enterprise funds are independently accounted for and should be included within the scope of the Kosrae State Audit. These entities included Kosrae Utilities Corporation, Micronesia Petroleum Corporation and Kosrae Port Authority.

For the state of Yap, there are three entities which are independently accounted for and should be included within the scope of the reporting entity. These entities include the Yap State Public Service Corporation, Diving Seagull, Inc. and Yap Visitor's Bureau.

Some of the above entities may fall below revised thresholds and may not require audits.

IV. SCOPE OF SERVICES

The audits will include financial and compliance audits of the Federated States of Micronesia pursuant to the Single Audit Act of 1984, as amended, OMB Circular A-133, and the Compact of Free Association between the Federated States of Micronesia and the United States of America, for the years ending September 30, 2009, 2010, and 2011. The audits will encompass the separate reporting entities of the FSM National Government, the State of Kosrae, the State of Pohnpei, the State of Chuuk, and the State of Yap.

The audits will cover each of the reporting entity of the Government of the Federated States of Micronesia as defined by U.S. Public Law 99-239 TITLE FOUR, Article VI, Section 461 (d). The audits will be performed in accordance with auditing standards generally accepted in the United States of America, provisions of the Compact of Free Association between the Federated States of Micronesia and the United States of America and its related agreement for Implementation of Economic Assistance Programs and Services, and Federal auditing standards in the United States; including:

1. *Government Auditing Standards*, issued by the U.S. Government Accountability Office (GAO)
2. The Single Audit Act of 1984 (P.L. 98-502), as amended
3. Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, issued by the U.S. Office of Management and Budget (OMB), as amended.

In addition, the auditor will be expected to follow the recommendations of the AICPA State and Local Government Committee as set forth in the accounting guide, *Audits of State and Local Governmental Units*, Revised Edition.

The Government of the Federated States of Micronesia may accept proposals from interested bidders to conduct the audits for all or some of the entities for the FSM National and State Governments.

V. TERM OF THE ENGAGEMENT

The term of the contract period will be for three years. Future contracts may be led to cover more fiscal years on the financial operations of the governments of the Federated States of Micronesia.

VI. PROJECT SCHEDULE

March 12, 2009	Request for Proposal Issued
May 15, 2009	Deadline for submission of audit proposals. No submission post-marked after May 15, 2009 or received after May 29, 2009 after 4:30pm if by postal delivery, will be accepted
June 20, 2009	Proposals evaluation and selection of the winning responsible bidder and contract negotiation
July 20, 2009	<u>Commencement</u> of audit work
December 31, 2009, 2010, 2011	Receipt by the National Public Auditor of all Financial Statements for all Governments
May 15, 2010, 2011, 2012	Delivery of draft reports and completion of exit conferences for all Governments
June 30, 2010, 2011, 2012	Delivery of final reports to National Public Auditor for distribution

VII. SUBMISSION OF PROPOSALS

Proposals must be post-marked the National Public Auditor, Fe time, May 29, 2009. Proposals considered. Any proposals sub
Proposals not delivered by post

Proposals must be delivered with original and six copies. The fee proposal should not be disclosed in the main proposal but should be submitted in a separate sealed envelope. Proposals must respond to all structured criteria as contained in part XI of this RFP.

Proposals shall not be any longer than 30 pages, exclusive of resumes, references, and work examples.

Proposals must show the breakdown of the audit cost of the entities and/or component units.

The Government of the Federated States of Micronesia reserves the right to:

- a. Reject all proposals and reissue an amended RFP.
- b. Request additional information from any firm submitting a proposal.
- c. Negotiate a contract with the firm(s) selected for the engagements.
- d. Waive any non-material violations of rules set up in this RFP.
- e. Select one or more firms for the engagement(s).

The Government of the Federated States of Micronesia will not reimburse or pay for any costs incurred in preparing and submitting a proposal in response to this RFP.

VIII. SELECTION PROCESS

Proposals will be evaluated by a Committee consisting of seven members. Proposals will be opened only by the Committee and information contained in a proposal will not be disclosed to the public until after the award.

Each response to one of the criteria contained in Section XI will be scored from 0 to 5, and then multiplied by the weight factor. The Committee will then evaluate the scores and may conduct phone interviews of the leading scores and check their references before selecting a firm to negotiate a contract(s) with.

Criteria	Points	Weight	<u>Score</u>
Qualifications of Audit Firm and Individuals	0-5	2	0-10
Scope of Services	0-5	2	0-10
Plan for work and references	0-5	3	0-15
Fee Proposal	0-5	3	0-15

The Evaluation Committee will be comprised of the following members:

- a. The National Public Auditor & a Senior Staff of the Office of the National Public Auditor
- b. One Representative from the FSM Department of Finance & Administration
- c. State Auditors for Pohnpei, Kosrae, and Yap
- d. Chuuk State Director of Department of Administrative Services

The National Public Auditor reserves the right to appoint additional members to the committee or to appoint a substitute member should any of the listed members is unable to complete his/her duties.

The results of the evaluation will be documented and used as guidance in the selection of the auditor. The National Public Auditor will make the final determination of which proposal is the most advantageous to the Government of the Federated States of Micronesia.

All entities submitting proposals will be promptly notified of the determination of the National Public Auditor. Proposals will become the property of the Government of the Federated States of Micronesia and will not be returned.

IX. MANDATORY CRITERIA

All respondents must include the following positive affirmations in their proposals:

- a. An affirmation that the proposer is properly licensed for the public practice as a certified public accountant or public accountant in accordance with Generally Accepted Government Auditing Standards (GAGAS) 2007 revision, published by the U.S. Government Accountability Office.
- b. An affirmation that the proposer meets the independence requirements of the GAGAS, 2007 revision.
- c. An affirmation that the proposer does not have a record of substandard audit work. This should be accomplished by submitting a written report communicating the results of an external quality control review conducted within three years proceeding September 30, 2009.
- d. An affirmation that the proposer submits a copy of the latest letter of comment for the latest external quality control review conducted.

X. CONTRACT REQUIREMENTS

The auditor(s) shall:

- a. Perform the services as described in the auditor's proposal for a Financial and Compliance Audit of the governments, which will be incorporated as an attachment to the resulting contract, to the satisfaction of the National Public Auditor.
- b. Provide sufficient copies of final reports to the Cognizant Audit Agency, and Federal Audit Clearinghouse.

- c. Provide five copies of the draft reports and 25 copies of each final report of the national and state governments to the National Public Auditor. In addition, one electronic copy (in pdf format) will be submitted to the National Public Auditor for publication of the report on www.fsmopa.fm.
- d. Provide five copies of each final report for each sub recipient that expends more than \$500,000.00 in compact or federal financial assistance and for each enterprise fund type or component unit covered under the scope of the audit.
- e. Provide five copies of engagement letter along with listing of required reports and documents for each Government for entrance conference.
- f. Provide five copies of draft report for each Government for exit conference.
- g. Be responsible for all interfacing with the cognizant Audit Agency.
- h. Comply with the U.S. Executive Order 11246, entitled, "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- i. Retain audit work papers and reports for a minimum of three years from the date of the audit report, unless the auditor is notified in writing by the Cognizant Agency to extend the retention period. Audit work papers shall be made available upon request of the National Public Auditor or his designee or cognizant Agency or its designee or the Government Accountability Office.
- j. Provide the National Public Auditor or his designee with access to review the Audit Plan, Materiality and Risk Assessment, and sampling Plan for the financial and compliance audit of the national and state governments.
- k. Provide the National Public Auditor or his designee with access to the audit working papers for review along with the preliminary audit reports prior to conducting the exit conference for the national and state governments.
- l. Obtain all necessary licenses and permits to conduct business while auditing within the Federated States of Micronesia. The Office of the National Public Auditor will provide assistance in obtaining a foreign investment permit, if necessary.
- m. If, during the course of the audits, the auditor uncovers indications of possible fraud or other situations that need to be brought to the attention of the government, the auditor shall immediately notify the National Public Auditor in writing. The auditor shall perform sufficient fieldwork to be able to clearly describe and document the situation.

XI. PROPOSAL CRITERIA

1. Qualifications of the firm:

- a. Describe the organization and size of the firm and whether it is local, regional, national or international in operations.
- b. Describe the office from which the work is to be staffed including the number of professional staff by staff level employed at that location.
- c. Describe the range of activities performed by the local office such as auditing, accounting, tax service, and management service.
- d. Discuss your staff's capability to audit computerized systems, including the number and classifications of personnel skilled in computer science who will work on the audit and their experience in auditing computerized systems. A list of the type of systems and the hardware and software audited would be helpful.
- e. Include positive affirmations as discussed in the section on mandatory criteria.
- f. Describe your experience in performing governmental audits in accordance with the requirements of OMB Circular A-128 and OMB Circular A-133. Give names, addresses, and telephone numbers of client officials responsible for three of the audits described.

2. Qualifications of Individuals

- a. Identify the audit managers and field supervisors and other staff who will work on the audit, including staff from other than your local office. Resumes including relevant experience and the number and nature of Continue Professional Education hours for all auditors, including supervisors, managers and the individual with final responsibility for the engagement, should be included.

3. Scope of Services:

- a. Opinion reports on financial statements and the supplementary schedules of federal financial assistance.
- b. Reports on the internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters on the audit of the financial statements performed in accordance with standards contained in *Government Auditing Standards*.

- c. Reports on the compliance with the requirements applicable to federal program and on internal control over compliance in accordance with the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement*.

Give an affirmation that you will be able to **complete** the audits in accordance with the project schedule in section VI.

Describe the type and estimated amount of support you expect from the employees of the government of the Federated States of Micronesia. List the types of documents that will be required to be produced before your staff arrives here, and while they are here.

Emphasize any special or extraordinary services your firm can provide that would distinguish it from its competitors.

- 4. Plan for work and references:
 - a. Provide a listing of other contracts under which services similar in scope, size, and discipline for the required services were performed or undertaken in the past five years;
 - b. Include a plan, giving as much detail as is practical, explaining how the services will be provided and when the work will be done.
 - c. Provide clientele references, not to exceed five customers. These customers should have received similar type and scope of work as described in this RFP. Include contact name, title, complete address, phone number, email address, and facsimile number. Contact name should be capable of providing an appropriate reference for the work performed.
- 5. Fee Proposal
 - a. The fee proposal should be submitted in a separate sealed envelope and the fee amount should not be disclosed anywhere else in the proposal.
 - b. The auditor will be expected to provide transportation, temporary housing and meals while performing the audits. State the fee proposal and reimbursable costs and give a not-to-exceed amount to complete all work required for the five governmental entities. Give your best estimate of all reimbursable costs to be included and give a not-to-exceed figure for all reimbursable costs.

XII. CONTACT PERSON

The contact person is:

**Mr. Haser Hainrick
National Public Auditor
Federated States of Micronesia
P.O. Box PS-05
Palikir, Pohnpei FM 96941**

**Telephone: 691 320 2862
Fax: 691 320 5482
Email: hhainrick@fsmopa.fm**